

Compensation & Benefits (continued)

- **Dental Insurance:**
The City provides dental insurance through Delta Dental (DHMO or PPO). The City pays for two-party coverage (\$76.44/mo). Premium costs paid for by the employee for family dental coverage above the \$76.44/mo can be made on a pre-tax basis.
- **Personal Leave:**
The City provides Management employees a personal leave allowance of 27 hours which is granted at the beginning of each fiscal year.
- **Reimbursable Expenses:**
The City provides Management employees with \$750 per fiscal year for eligible expenses such as unreimbursed medical expenses, training or tuition reimbursement or purchase of City compatible computers/equipment.
- **Flexible Spending Account:**
Employees may choose to participate in pre-tax payroll deductions which are deposited into an account that can be used for qualifying medical and dependant care expenses.
- **Tuition Reimbursement:**
The City reimburses up to \$1500 per fiscal year for tuition costs for voluntary off-duty job related courses.
- **Holidays, Sick Leave and Vacation Leave:**
The City observes 13 paid annual holidays and provides accruals of 72 hours of Sick Leave. Vacation leave accrues based on months of service beginning with 9.33 hours per month in the first year. Sick Leave and Vacation Leave hours are accruable and may be accumulated.

- **9/80 Work Schedule:**
The standard work schedule for the City of Torrance is 9/80 working hours each Monday –Thursday with alternate Fridays either 8 hour days or non-working days.

Application & Selection Process

Interested candidates must apply on-line at www.TorranceCA.Gov. The application process requires submission of the following:

- City Application Form
- Resume
- Supplemental Questionnaire (Please limit your responses to one page per answer):
 1. Describe your professional level experience in operations (include in your response your experience in managing operations with around the clock shifts). Explain your role, level of responsibility, number of employees supervised and budget size.
 2. Describe your experience in monitoring and enforcing employee compliance with regulations, rules, policies, and procedures. Cite examples and explain how you handled the situation and describe the outcome.
 3. Describe your experience in employee relations including performance management, discipline, and grievances in a unionized work environment. Cite examples and explain how you handled the situation and describe the outcome.
 4. Describe your experience in project management. Provide examples of projects you were required to manage and the outcome. Indicate if your projects involved independent or teamwork.
 5. Describe your experience with systems involving advanced technology. Indicate your role as an end user, project manager for a systems implementation, or administrator.

Complete application packets will be screened according to the criteria described in this brochure. Candidates with the most relevant qualifications will be invited to participate in the selection process. The selection process will consist of an in-basket exercise (weighted 40%) and an oral interview (weighted 60%).

Key Dates

Applications are accepted until the position is filled. The first review of applications will include submissions received by July 6, 2012.

The Management In-Basket Performance Exercise is tentatively scheduled for July 25, 2012. Interviews are tentatively scheduled for August 9, 2012.

Candidates with disabilities who require special testing arrangements must contact Human Resources.

Additional Information

For questions regarding the position, please e-mail Kim Turner, Transit Director, at kturner@TorranceCA.Gov.

Visit www.TorranceCA.Gov to find out more information about our community.

For inquiries about the application and testing process, please e-mail jobinfo@TorranceCA.Gov.

The City of Torrance Conflict of Interest Code requires that employees in this classification file an annual Financial Disclosure Statement. Information about this requirement may be obtained from the City Clerk's office.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

Job Code 12055317 05/31/12 - KL

CITY OF

TORRANCE



A Balanced City

Invites your interest in the position of:

**Transit
Operations
Manager
(At-Will)**



The Community

The City of Torrance, located in Los Angeles County’s South Bay, borders on the Pacific Ocean and beach communities to the west and the Palos Verdes Peninsula to the south. Ideally situated near the 405 (San Diego) freeway and twenty minutes from the Los Angeles International Airport, Torrance occupies 21 square miles, including a ¾ mile stretch of beach and the Madrona Marsh, a fresh water habitat. Torrance is within a 45 minute drive of many of Southern California’s major attractions.

Incorporated in 1921 and chartered in 1947, Torrance has a population of 147,405 and is the 6th largest city within Los Angeles County California. Due to its large employment base, the community’s daytime population is significantly higher than the permanent population peaking at 200,000. The area enjoys a pleasant year round climate with moderate temperatures, gentle sea breezes and low humidity. The City boasts 31 parks on 350 acres of parklands and open space. The 500 seat James Armstrong Theatre and the “theatre-in-the- round” Nakano Theatre within the Torrance Cultural Arts Center Complex are excellent venues for both professional and local productions. Helping to round out the community’s cultural offerings is the nearby El Camino Community College campus that houses an art gallery, planetarium and a 2000 seat theatre.

The community’s population is culturally diverse as shown by the school district’s estimate that its students speak over 80 languages. Contributing to this diversity are world class international companies such as Toyota Motor Sales, U.S.A., American Honda Motor Company, Robinson Helicopter, Panasonic and Virco Manufacturing, each of which call Torrance home. Four major shopping centers are located in Torrance, including the Del Amo Fashion Center, one of the largest shopping centers in the world and currently undergoing a significant expansion and refurbishment.

Approximately 1000 new homes have been constructed in Torrance during the past three years. Home prices range from \$500,000 to over \$1 million, which include condominiums, patio homes and single family homes.

Overall, Torrance is a quality of life oriented community that offers a wide variety of entertainment, recreation, cultural and volunteer opportunities.

City Government

The City of Torrance is governed by the Mayor-Council-City Manager form of government with an elected Mayor and six Council Members who appoint a City Manager, a City Attorney, and members of 14 advisory commissions, boards, and council. The Executive team works under the direction of the City Manager based on merit principles. Torrance is a full service city with an annual

budget of approximately \$200 million and a staff of over 1200 organized in 13 departments: City Manager, City Attorney, City Clerk, City Treasurer, Community Services, Communications and Information Technology, Community Development, Finance, Fire, General Services, Police, Public Works, Transit. The City Clerk and the City Treasurer are elected positions. The City Manager and the City Attorney report directly to the City Council.

The Position

Join Team Torrance! Torrance Transit is a team of dedicated transportation professionals who take pride in providing quality transportation services to the City of Torrance and its surrounding communities. The City of Torrance Transit Department offers a variety of transportation services to its residents: the Torrance Transit System, and the Torrance Community Transit Program, which includes the Torrance Dial-A-Taxi, the Torrance Senior Taxi Service, and the Municipal Area Express (MAX) Service. The Torrance Transit System operates of fleet of 53 buses across eight local and regional fixed routes with more than 3.5 million patrons boarding annually. Torrance Transit recently purchased ten hybrid and 20 CNS buses powered by clean air technology that will help reduce greenhouse gas emissions in the South Bay and the Los Angeles region. The Transit Operations Manager is responsible for planning, organizing, and managing operations supported by a team of five supervisors, 107 bus operators and five transit dispatchers, and

three administrative staff members with a \$12M division budget. This position will be tasked with managing the daily operations of transportation services, with a focus on developing a cohesive team by recruiting, motivating, coaching, training, and retaining competent customer focused staff. Additionally, experience and skill in handling and effectively resolving employee relations issues in a unionized environment is critical. The priorities for the manager will be to: enhance the Operations Division with the technological advances that will maximize efficiency and effectiveness to the overall operation; act on employee problems and recommend and implement discipline; and effectively manage collaborative capital projects.

Ideal Candidate

Professional Attributes

- Innovative and goal-oriented
- Inspiring leader and team-builder
- Motivated self-starter
- Thrives in a fast-paced, deadline driven environment.
- Knowledgeable in transit operations
- Accomplished project manager
- Strong administrative skills
- Customer service orientation
- Steadfast integrity
- Organizational awareness to priorities
- Resolution in Labor Relations and Employee Relations

Education & Experience

Graduation from a four-year college or university with a Bachelor’s degree in public administration, business administration or related field; and four years of progressively responsible professional experience which includes development, interpretation and implementation of administrative rules and regulations affecting departmental operations and personnel matters, oversight of procedures and systems, and at least one of the four years of experience must be in a lead or supervisory capacity.

Specific and substantial experience, in addition to the four (4) years required, which prepares one to perform the job duties may be substituted for the required education on a year for year basis. Experience in a public transit agency is preferred.

Compensation & Benefits

- **Monthly Salary Range:** Minimum \$8,157- Reference Point \$10,680- Maximum \$12,282
Appointments are typically made between the minimum and the reference point range, depending on qualifications. Advancement on the pay range is based on performance and typically done on an annual basis.
- **Retirement :** Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS). The City offers

the 2% @55 plan which is funded through both employer and employee contribution. The City contributes 10.468% and the employee contributes 7% on a pre-tax basis.

- **Social Security And Medicare:** Employees currently contribute 4.2% toward Social Security and 1.45% toward the Medicare.
- **Deferred Compensation:** A City Deferred Compensation Plan is available. The City will match contributions to the Deferred Compensation Plan up to 0.5% of the monthly base salary.
- **Life and Accidental Life Insurance Coverage:** The City pays the premium for \$100,000 group term life and \$100,000 Accidental Death and Dismemberment coverage. Supplemental coverage is also available.
- **Short Term/Long Term Disability:** The City pays 100% of the premium which offers up to 2/3 income protection.
- **Health Insurance:** The City provides health insurance (HMO or PPO) through CalPERS. The City contributes up to \$1,020.96/mo. for family coverage. Premium costs paid for by the employee above the \$1020.96 can be made on a pre-tax basis.

(Compensation & Benefits continued on back page)